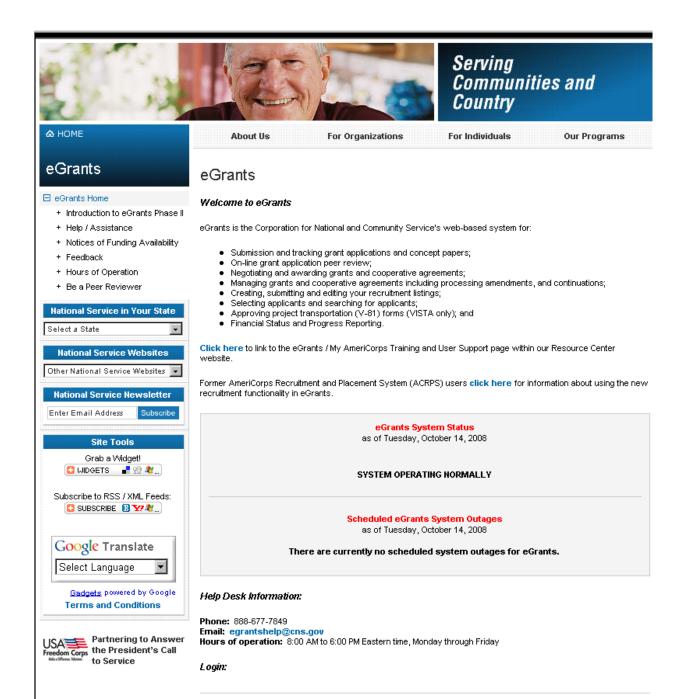
2008 PROJECT PROFILE AND VOLUNTEER ACTIVITY (PPVA) DATA COLLECTION RSVP (RETIRED AND SENIOR VOLUNTEER PROGRAM) EGRANTS INSTRUCTIONS FOR GRANTEES

The following instructions with eGrants screen shots walk you through completing the PPVA report. Please see the separate "Help Text" document for descriptions of each field.

- 1. All of the fields on the PPVA form are required. Each field must be completed in order to submit the PPVA report. If there are no numbers to report for a particular data field, please enter a "0".
- 2. **Please be sure to scroll down** to the end of each category to ensure all required fields are filled-in.
- 3. You will be unable to make changes once the report has been submitted. To make changes after the submission, please contact your Corporation State Office.
- 4. To print a copy of the PPVA report, click on the "**Print PPVA**" button on the "Review and Submit" screen.

Step (1) Log on to eGrants phase II: goto, <u>www.nationalservice.gov</u>, and click on "eGrants" under "For Organizations":

About Us	For Organizations	Forl
Volunteering in America Our Role and Impact Our Programs Newsroom Media Kit Materials National Service Calendar Make a Donation Employment Search Contact Us More About Us	 How Can National Service Help Our Organization? Which Program Is Right for Our Organization? New Funding Opportunities Manage Current Grants and Projects Find Volunteers and Members Tools, Training, and Information For Faith-Based and Other Community Organizations Frequently Asked Questions More for Organizations 	• Wh • I'm • Ber • Cur • Vol • Spr • More



Please click here to Use eGrants

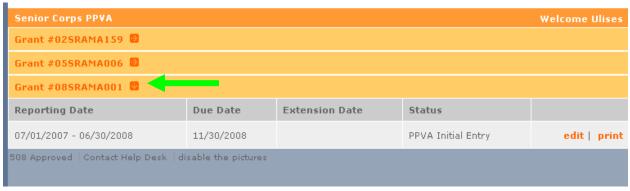
After logging onto Grants Phase II you will see the following screen.

Step (2) Select the **PPVA** screens **under Grant Management.** This will bring up the PPVA screen.

	eGRANTS	MESSAGES	MY GRANTS/APPLICATIONS	
Welcome Elizabeth Welcome		eGrants!	View all application/grants	
8/2/2005, 11:39 AM, EDT			17 Awarded	
			1 Submitted to CNCS	
			1 Scheduled for Review	
Start a New Application	1	My Account	Grant Management	
Start a New Application Click the links below to begin a		My Account Click on the links below to access common	Grant Management Create Continuation	
	new (
Click the links below to begin a	new (Click on the links below to access common account functions. My Account	Create Continuation	
Click the links below to begin a grant application or concept pap	new (per. a	Click on the links below to access common account functions.	Create Continuation Amendment	

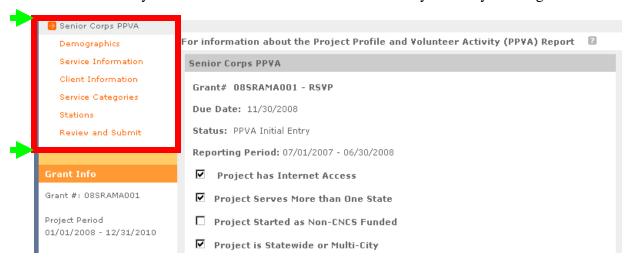
Step (3)

- Select the most current **grant number and "edit PPVA view PPVA"** will appear on the right column.
- If another grant number is selected only "view PPVA" will be seen. Select "edit PPVA" to fill-out the PPVA screen.



Step (4) The first screen shows the Reporting Period for PPVA: July 1, 2007 – June 30, 2008 and the Due Date, November 30, 2008.

You can move to different sections of the report by clicking list in the left column or by clicking the "next" button as you finish each screen. Data is automatically saved by clicking "next".



Step (5) "Demographics" is the first data category. Fill in the number of volunteers in each field.

Note: The total in each section should equal the total number of volunteers for the project. Help Text is available on the screen to explain each PPVA data category.

Demographics Service Information Client Information Service Categories	the PPVA report. If there are no numbers to report for a particular Be sure to scroll down to the end of each category to ensure completer more Information click here	
Stations	Age Group	# of Vols
Review and Submit	55 to 62	
	63 to 65	
Grant Info	66 to 74	
Grant #: 08SRAMA001 Project Period 01/01/2008 - 12/31/2010	75 to 84	
	85 and over	
	Gender	# of Vols
	Female	
Legal Applicant Info	Male	
Mystic Valley Elder Services Inc	Ethnicity	# of Vols
300 Commercial St Suite 19	Hispanic or Latino	
Malden, MA 02148	Non-Hispanic or Non-Latino	
	Racial Group	# of Vols
	American Indian or Alaskan Native	
	Asian	
	Black or African American	
	Native Hawaiian or Pacific Island	
	White	

Step (6) RSVP Service Information. Fill in the number of volunteers in each field.

Service Information	Be sure to scroll down to the end of each category to ensure completion of all	required fields.
Client Information	For more Information click here	
Service Categories		
Stations	Volunteers	# of Vols
Review and Submit	Total number of Volunteers	
Grant Info	No. RSVP Vols. serving to mobilize volunteers for other organizations	
Grant #: 08SRAMA001	No. of non-RSVP Vols. mobilized by RSVP vols. to serve in other orgs.	
Grant #: USSKAMAUUI	Hours Served	# of Vols
Project Period 01/01/2008 - 12/31/2010	4 or Fewer Hours per week	
	5 - 10 Hours per week	
	11 - 19 Hours per week	
Legal Applicant Info	20 - 29 Hours per week	
Mystic Valley Elder Services Inc	30 or more hours per week	
300 Commercial St Suite 19	Volunteers Separated	# of Vols
Malden, MA 02148	Employment, moved, family, new interests	
	Health problems, death	
	Transportation problems	
	Poor performance	

Step (7) RSVP Client Information. Fill in the number of clients in each field.

S Client Information	To the alternation of the altern	
Service Categories		
Stations	Clients Served	# of Clients
Review and Submit	Total number of children of prisoners served	
	Total number of children in foster care served	
Grant Info	Total number of children mentored	
Grant #: 08SRAMA001		
Project Period	Number of adult ex-offenders served	
01/01/2008 - 12/31/2010	Total number of Immigrants served	
	Number of seniors receiving independent living services	
	Number of caregivers provided with respite	
Legal Applicant Info		

Step (8) RSVP Service Categories. Fill in the number of total number hours for each type of service in each field.

Service Categories		
Stations	Community and Economic Development	Hours
Review and Submit	Community Revitalization/Improvement	
Grant Info	Community-Based Volunteer Programs	
Grant #: 08SRAMA001	Consumer Education	
	Cooperatives/Credit Unions	
Project Period 01/01/2008 - 12/31/2010	Food Production/Community Gardens/Farming	
	Job Development/Placement	
Local Applicant Total	Management Consulting	
Legal Applicant Info Mystic Valley Elder Services Inc 300 Commercial St	Micro Enterprise	
	Regional/State/City Planning	
Suite 19	Small and Minority Business Development	
Malden, MA 02148	Social Services Planning & Delivery Systems/Community Organization	
	Tax Consulting/Counseling	
	Technology Access	
	Thrift Store	
	Transportation Services	
	Welfare to Work	
	Other Community and Economic Development	

Step (9) RSVP Service Categories (Continued). Fill in the number of hours in each field.

Disaster Recovery/Relief	Hours
Disaster Preparedness	
Disaster Mitigation	
Disaster Response	
Disaster Recovery	
Other Disaster	
Education	Hours
Adult Education and Literacy	
Afterschool Programs	
America Reads	
Computer Literacy	
Cultural Heritage	
Elementary Education	
ESL	
GED/Dropouts	
Head Start, School Preparedness	
Job Preparedness, School to Work	
Secondary Education	
Service Learning	
Special Education	
Tutoring and Child (Elementary) Literacy	
Tutoring and Child (Middle Sch.) Literacy	
Tutoring and Child (High Sch.) Literacy	
Vocational Education	
Youth Leadership Development	
Other Education	
Envisorment	Нашис

Step (10) RSVP: Service Categories (Continued). Fill in the number of hours in each field. Hours Environment Clean Air Clean and Safe Waters Community/Neighborhood Restoration/Clean-up Energy Conservation Environmental Awareness Indoor Environment Toxic Waste Management Waste Reduction, Management and Recycling Wildlife, Land, & Vegetation Protection or Restoration Other Environment Health/Nutrition Hours Boarder Babies CHIPS, SCHIPS Congregate Meals Delivery of Health Services Food Distribution/Collection Health Education Health Screening HIV/AIDS Hospice/Terminally Ill Immunization In-Home Care Maternal/Child Health Services Mental Health Mental Retardation Physical Disabilities Programs

Substance Abuse

Other Health/Nutrition

Step (11) RSVP: Service Categories (Continued). Fill in the number of hours in each field.

Uses an Maria	
Human Needs	Hours
Adoption	
Adult Day Care	
Companionship/Outreach	
Crisis Intervention	
Mentoring	
Respite	
Senior Center Programs (Non-Residential)	
Senior Citizens Assistance	
Teen Pregnancy/Parent Support Education	
Other Human Needs	
Housing	Hours
Home Management Support/Education	
Homeless	
Housing Referrals/Relocation/Other Housing Related Services	
Housing Rehabilitation/Construction	
Independent Living - Disabled	
Independent Living - Seniors	
Tenant Organizing	
Transitional Housing	
Other Housing	
- 10 - 7 -	

Step (12) RSVP: Service Categories (Continued). Fill in the number of hours in each field. **Public Safety** Hours Adult Offender/Ex-offender Services & Rehabilitation Child Abuse/Neglect Children and Youth Safety Programs Community Policing/Community Patrol Conflict Resolution/Mediation Crime Awareness/Crime Avoidance Elder Abuse/Neglect Family Violence Improvement of Household Security Juvenile Justice, Delinquency/Gangs Legal Assistance Neighborhood Watch/Block Watch Safe Havens Safety/Fire Prevention/Accident Prevention Sexual Abuse/Rape Victim/Witness Assistance Other Public Safety

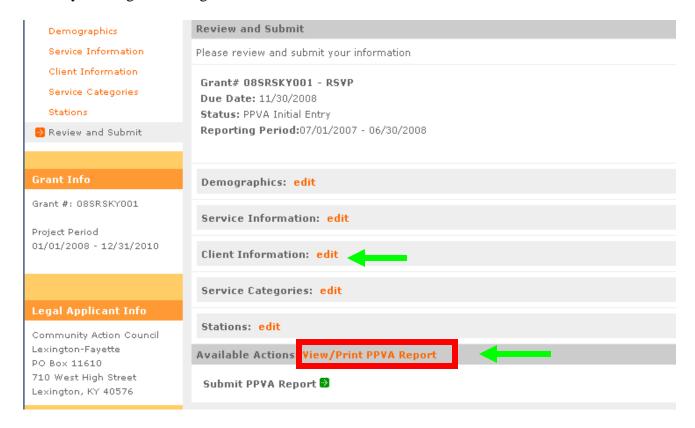
Step (13) Faith-based Stations: Fill in the total number of faith-based volunteer stations and the number of total volunteers serving with these stations.

Note: Other Volunteer Station is collected via the Station Rosters submitted to the State Office at the time of the grant application submission



Step (14) Review and Submit:

- Click on "View/Print PPVA Report" to confirm your responses.
- If you need to change any responses you can do so by clicking "edit" in the appropriate section(s).
- After editing, click "View/Print PPVA Report" again to confirm your answers are correct.
- Click "Submit PPVA Report" to complete the final step. This step submits your report to your Program Manager in the State Office.



Questions? Please contact your Program Manager in your Corporation State Office.